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9 January 1948

MEMORANDUM FOR THE ASSISTANT DIRECTOR, SPECIAL OPERATIONS

SUBJECT: Industrial Card File—USSR

1. Reference is made to your memorandum, same subject, dated 5 January 1948.

2. Responsibility for production and maintenance of the Industrial Card File (ICF) was transferred from Foreign Documents Branch, OO to Reference Center, A & M, on 1 December 1947. The Foreign Industrial Section of the Reference Center is in the process of coding and entering ICF information on IBM (machine record) cards, to form a central ICF index for CIA. This section is also charged with preparing and issuing current ICF cards of the manual index type.

3. A complete copy of the Industrial Card File consists of three series of cards:

- a. One series is filed consecutively according to the reference or serial number which appears on each card in the order of issuance;
- b. Another series is filed according to geographical location, facilitating use of the cards whenever plants of a certain location or area are desired;
- c. The third series is filed according to the sixty different industrial codes. This file shows all the plants of a particular industry and is arranged according to geographical location within the code. The same plant card appears under various industries if it carries more than one industrial code number.

Up to now approximately 32,000 cards have been reproduced. A complete copy of the Industrial Card File contains approximately 130,000 cards. It now occupies approximately thirty 8 x 5 card file drawers, when properly set up, and requires one clerk part time to handle the incoming cards. If the file is in active use, and refiling of cards is required, one full-time clerk has been found necessary.

4. Foreign Documents Branch has three extra copies of each ICF card

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produced during the period between the initiation of the project, under SDS, War Department, and the transfer to Reference Center on 1 December.

Since a complete copy of the Industrial Card File cannot be established, owing to the lack of an adequate number of extra cards for filing as in (c) above, it is suggested that a location file may be adequate for the use of your office. The extra cards on hand are now packaged roughly according to the reference number, and it is estimated that it would require one trained file clerk approximately six months to file them according to location.

5. If the above suggestion is acceptable, and your office desires such a location file, after taking cognizance of the ICF files maintained by the Foreign Industrial Register, Reference Center, and the technical difficulties involved in setting up a separate file, this office will be glad to supply the necessary cards.

LAD;hg

GEORGE G. CAREY
Deputy Assistant Director
Office of Operations

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